NADP Quick Reference Guide for Employees and CFM
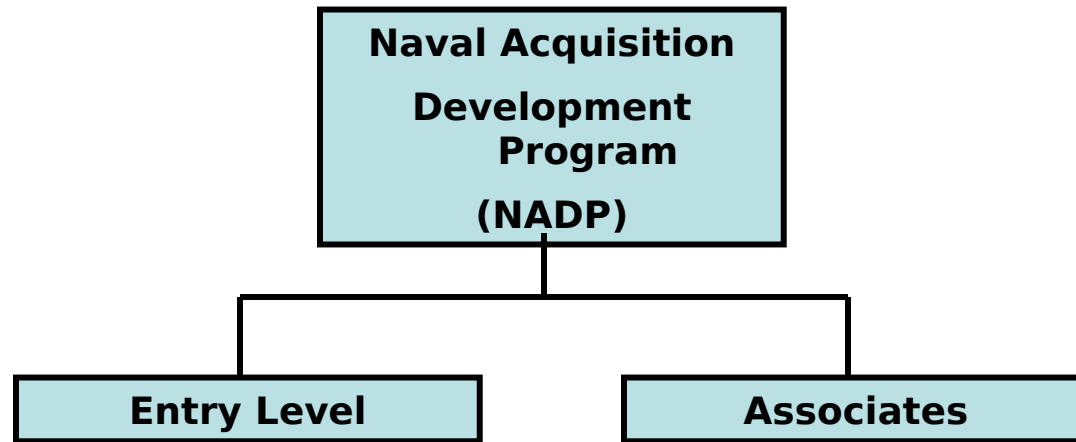

Developing Tomorrow's Acquisition Workforce Leaders

2016-2017

The purpose of the Naval Acquisition Development Program (NADP) Quick Reference Guide is for employees and CFMs to orient themselves with the NADP by providing quick access to important, helpful information.

The NADP Operating Guide and the NADP website provide the official policy and guidance on the topic matter contained herein.

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                    Naval Acquisition
                       Development
                        Program
                         (NADP)
                            |
            ┌───────────────┴───────────────┐
        Entry Level                      Associates
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The Naval Acquisition Career Center (NACC) manages the NADP which consists of entry level and associate employees. The NADP is designed to provide the Navy and Marine Corps with Acquisition Professionals. The following quick reference guide is for employees of the NADP which is governed by the NADP Operating Guide and the NADP website.

7 Steps to Success in the NADP

▪Read and adhere to the following policy documents:

- NADP Operating Guide for policy and guidance.
- Joint Travel Regulations (JTR).

▪ Focus on the Individual Development Plan (IDP) and NADP Mission.

▪ Assume responsibility for clear communication.

▪ Routinely check the NADP website 'Bulletin Board Announcements' link at: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

▪ NADP employees are to take responsibility for their own career.

▪ Network with other NADP employees.

▪ Present yourself professionally.

ACRONYMS

ACM Assistant Career Manager

ASN (RD&A) Assistant Secretary of the Navy Research, Development & Acquisition

AWTAP Acquisition Workforce Tuition Assistance Program

BUS-CE Business-Cost Estimating

BUS-FM Business-Financial Management

CFM Career Field Manager

CM Career Manager

CON Contracting

CSR Career Service Representative

DACM Director, Acquisition Career Management

DAU Defense Acquisition University

DAWIA Defense Acquisition Workforce Improvement Act

DON Department of the Navy

DTS Defense Travel System

ENG Engineering

EOD Entrance On Duty

FE Facilities Engineering

GAL Global Address List

GS General Schedule

GTCC Government Travel Charge Card
 (GOVCC) Government Credit Card (same as GTCC above – GOVCC is used in DTS)

HRO Human Resource Office

IAW In Accordance With

IDP Individual Development Plan

IT Information Technology

LDTA Lead Defense Travel Administrator

LOG Life Cycle Logistics (also seen as **LCL**)

LWOP Leave Without Pay

MDP Master Development Plan

NACC Naval Acquisition Career Center

NADP Naval Acquisition Development Program

NMCI Navy Marine Corps Intranet

OCHR Office of Civilian Human Resource

POC Point Of Contact

SYSCOM Systems Command

TDY Temporary Duty
 (TAD) Temporary Additional Duty (used interchangeably with TDY above)

COMMON ACCESS CARD:

What is the Common Access Card (CAC)?

The CAC is a Department of Defense (DoD) smartcard issued as standard identification for military personnel, civilian employees and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications and certain DoD facilities.

How do I obtain a CAC?

The homeport supervisor or CFM should ensure that the proper paperwork to obtain the Navy Marine Corps Intranet (NMCI) account is completed prior to an employee's arrival. This is the first step in providing employees with access to government computers.

The process for obtaining a CAC does not begin until an employee has reported for their first day of work.

Step 1: Complete the DD 1172-2 with your Supervisor

The homeport supervisor, CFM or the local command security office, can provide the DD Form 1172-2 that will need to completed by the employee and supervisor for an employee to get their CAC.

Step 2: Make an appointment to visit the CAC issuance office

- After the paperwork has been processed, the NADP employee will need to make an appointment online at https://rapids-appointments.dmdc.osd.mil/ to visit the CAC issuance office.

(The homeport supervisor, CFM or other designee can assist employees with the online appointment process, as they will be unable to log on to their computer at work prior to getting their CAC.)

Step 3: Contact NMCI Helpdesk for "First Time User Setup"

After employees obtain their CAC and sign on to their computer for the first time, they will need to contact the NMCI Helpdesk at (866-843-6624) for guidance on the "First Time User Setup." This process will ensure that their system certificates (ID, signature and encryption) are registered on their computer and that their Microsoft Outlook e-mail is set-up properly. It should be noted, that employees will have to re-register their system certificates any time they permanently change computers.

Note to NADP employees: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.

Please visit our 'Welcome Aboard' link on our website for review of

SLDCADA:

- All NADP employees will use the Standard Labor Data Collection and Distribution Application (SLDCADA) to enter their time and attendance.

- Employee time and attendance/type hour code (THC) must be entered in SLDCADA NLT the second Thursday of the pay period.

- To log into SLDCADA please go to www.sldcada.disa.mil and select V23 login.

- Employees having problems with SLDCADA should first contact their supervisor/certifier. If the supervisor/certifier cannot resolve the problem then they should go to the command/activity SLDCADA POC. If the local command/activity SLDCADA POC cannot resolve the issue, then the command/activity SLDCADA POC will contact NACC for assistance. If NACC cannot resolve the issue, they will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.

- All new NADP employees must remain on an 8 hour work schedule for their first pay period. Please do not request a change to your work schedule until after the first pay period has been processed.

TIME & ATTENDANCE

Things You Need to Know:

- The NACC Payroll Guide is available in the "Policy & Guidance" section of the NADP website.

- The Reimbursable Overtime and Awards Information Sheet can be found by selecting the "Payroll" section of the NADP website.

    http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

- Ensure you are using the correct guidance (NADP vs. 852). Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst at NACC:

REG NADP Financial Analyst – 717-605-2668

852 Financial Analyst – 717-605-2668

NACC SLDCADA Administrator:

- NAVAIR - Phone: 717-605-8642

- NAVSEA/SPAWAR/NAVSUP/NELO/USMC - Phone: 717-605-6485

- NAVFAC/ALL OTHERS - Phone: 717-605-2714

Overview:

- The Department of Navy (DON) uses the Interim Performance Management System (IPMS) to review and rate General Schedule (GS) employee performance during the rating period.
- Communication with an employee regarding their performance is an integral part of the IPMS process.
- All NADP entry level and associate employees are in the GS pay system.

Highlights:

- The Rating Official (RO) is the homeport command supervisor.
- The Senior Rating Official (SRO) is the homeport CFM.
- **Creating Critical Elements**- must be done within thirty (30) days of EOD or within the first thirty (30) days of the beginning of the FY (1 October).
- **Progress Review** - employee prepares and submits their self-assessment to the RO for the progress review (occurs in March).
- **Annual Assessment** - employee prepares and submits their self-assessment to the RO for the annual assessment (occurs in September).
- **Close-Out Assessment** - graduating employee prepares and submits their self-assessment to the RO for the close-out assessment approximately two (2) weeks prior to the scheduled graduation date
- Employee self-assessments and RO assessments are **required** on the Progress Review, Annual Assessment and Close-Out Assessment.
- IPMS forms are to be submitted to NACC_IPMS_Forms@navy.mil after they have been signed.
    - **Please do not send these documents to a NACC employee's individual email address.**
        - Information regarding IPMS is available in the "Performance Plans" section of our website at
        http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx

- **Overview**
  - The Master Development Plan (MDP) is a baseline starting document for new employees. The MDP is the actual template for the Individual Development Plan or IDP. The IDP is a personalized version of a career field MDP that is filled in and tailored to meet the specific needs of the employee in the target position.

  - Associates do not create an IDP from the multi-paged Excel MDP. They have unique MDPs that are found on the NADP website. However actions referred to in this guide for IDPs should be considered actions for associates and MDPs.

  - IDPs have long been used in government as a tool to help employees develop their skills, further their office's mission, and achieve their career goals. The IDP is a requirement for all NADP employees.

  - MDPs for employees' respective career fields can be found by selecting the 'Development Plans' link on our website at: http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

Overview
■   The MDP becomes the IDP when it is tailored to an individual employee. The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and the employee.

Timelines
■   Within 45 days of an employee's Entry on Duty (EOD) date, each employee is responsible for meeting with their supervisor and/or CFM for guidance to establish their IDP.

■   The IDP should be reviewed annually (at a minimum) with the supervisor and/or CFM.

■   The entry level employee IDP should be kept on file at the local command. This document will never need to be submitted to the NACC. Associate employees are to submit their IDP as stated on the document.

IDP Contents:
■   Competencies
■   Rotational Assignments
■   DAWIA Training
■   Senior Projects
■   Formal Training
■   Education

- The IDP Summary is a one page overview of the requirements needed for an entry level employee to graduate from the NADP and outlines appropriate career field requirements to perform at the journeyman level.

- IDP Summaries for entry level employees' respective career field can be found on the NADP website.

Timelines
- The IDP Summary must be submitted to the NACC Assistant Career Manager (ACM) on the following dates:
    - Within 45 days of EOD
    - 45 days prior to a promotion
    - 60 days prior to graduation date

- The IDP and IDP Summary should be updated and reviewed with the supervisor and/or CFM annually and the IDP Summary submitted to NACC at the required times.

- When preparing updated IDP Summaries, employees must use the most current forms available on the NADP website.

- Please ensure an updated IDP summary is submitted 60 days prior to graduation for NACC review to ensure all requirements of the program have

Sample IDP Summary

■ This is a sample of the Contracting IDP Summary for NADP entry level employees. All MDPs and IDP Summaries look similar but may have different requirements.

■ Before submitting, please fill in as much information as you are able. Please do not fill in future dates for completed dates, put them in the comment section.

■ Please ensure you have read and understand the NADP Operating Guide. It contains the procedures and guidance for commands and NADP employees.

Things to Remember:

■ The multi-page IDP DOES NOT need to be submitted to NACC.

■ Ensure employees know their promotion and graduation dates.

■ Employees, supervisors and CFMs are to work together to develop an employee's multi-page IDP and NADP IDP Summary.

■ Ensure the IDP Summary is submitted to NACC with employee acknowledgement, as well as the supervisor and/or CFM's signature.

■ IDP Summaries can be found by selecting the 'Development Plans' link on our website:
http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

■ When preparing updated IDP Summaries, employees must use

Naval Acquisition Development Program (NADP) Individual Development Plan (IDP) Summary - Entry Level Employee
Contracting (CON) Career Field

Employee:	Location:	Command:	

1. **Competency Development:** As identified on the multi-page NADP IDP.

2. **Program Dates**

Start/Entry on Duty (EOD)	
Promotion 1	
Promotion 2 (if applicable)	
Promotion 3 (4 Year NADP-WW only)	
Graduation	

3. **Rotational Assignments.** (2 Required. *If travel funding is required, NACC will fund the cost of 1 rotational assignment within program constraints. Homeport command funds travel cost overruns and any costs for additional rotational assignments.)

Command/Location (include city and state)	Planned Dates	Dates Rotation Performed
Internal:	-	-
External*:	-	-

4. **DAWIA Training Requirements** (See Core Certification Standards at http://icatalog.dau.mil.) You must apply for certification in eDACM.

Certification (field for comments)	Date Certified
Level 1	
Level 2	

5. **Other Training Requirements** *NADP Orientation Training not required for employees onboard prior to July 2012.

Training (Field for comments/course information)	Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)*		
Acquisition Initial Leadership Development (AILD) (NACC funded)		
Technical Training Course (Command funded)		
NADP Training Symposium (NACC funded)		

Submit updated IDP Summary with new signatures and dates to NACC Assistant Career Manager (ACM):
- Within 45 days of EOD
- 45 days prior to a promotion
- 90 days prior to graduation

The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the NADP Operating Guide and on the NADP website. Your signature below further indicates that you verify the information on this form is accurate and correct.

Type Name	Sign	Date Signed
Employee	SIGN HERE	
Supervisor	SIGN HERE	
CFM	SIGN HERE	
Receipt acknowledged by NACC Career Manager	SIGN HERE	

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SAMPLE IDP SUMMARY

	*BUS-CE	*BUS-FM	CON	ENG	FE	IT
DAWIA Training (See DAU for Career Field Course Requirements for Certification)						
Level I	☒	☒	☒	☒	☒	☒
Level II	☐	☐	☒	☒	☒	☒
*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed						
Rotational Assignements						
Internal	☒	☒	☒	☒	☒	☒
External	☒	☒	☒	☒	☒	☒
Senior Project						
Required	☐	☐	☐	☐	☒	☒
Optional (See CFM)	☒	☒	☒	☒	☐	☐
Other Training						
NADP Web Based Training	☒	☒	☒	☒	☒	☒
NADP Training Symposium	☒	☒	☒	☒	☒	☒
Management Training Course Acquisition Initial Leadership Development(AILD)	☒	☒	☒	☒	☒	☒
NACC Funded Program Review	☐	☐	☐	☒	☐	☒
Command Funded Program Review	☐	☐	☐	☐	☐	☒
Professional Development Training (Required)	☐	☐	☐	☐	☐	☒
Professional Development Training (Optional)	☐	☐	☐	☐	☒	☐
Command Funded Technical Training Course	☒	☒	☒	☒	☒	☐
NACC Funded Technical Training Course	☐	☐	☐	☒	☒	☐
Additional DAU courses *One 100 Level DAU course * One 100 or 200 DAU Level course	☐	☐	☐	☒	☐	☐
See MDP for Formal Training Requirements						

▪NACC Actions	▪Command Actions
▪ Approximately 60 days prior to graduation date send email reminder to provide the NACC ACM an updated IDP/IDP Summary.	▪ Provide the NACC ACM with an updated IDP/IDP Summary to verify the graduation requirements have been met.
▪ Provide command with graduation notice about 60 days in advance and confirm pick up date.	▪ Verify with ACM that the employee is getting picked up on specified graduation date.
▪ Contact command and confirm that they are picking up the employee on time.	▪ Process RPA to pick-up employee the day following the graduation date.
▪ Ensure graduation requirements have been met.	▪ To request SF-75 information, contact OCHR Stennis at: ochrste_records_bran@navy.mil
▪ Process RPA to convert employee from Excepted Service to Career Conditional, if applicable.	▪ If employee is being picked up by a command other than homeport, that command must verify pick-up date with the ACM.

GRADUATION PROCESS

TRAVEL

The information below applies to Non-DAU, NACC funded

Highlights

- NADP employees complete the various trainings under the "Training" section:

  https://www.defensetravel.dod.mil/passport/bin/Passport.html

- NADP employees DO NOT purchase your own airfare ticket.

- NADP employees are encouraged to carpool when attending training with other NADP employees.

- Keep ALL receipts for travel settlement, including receipts under $75.

- Gas money expended for personal trips while on travel will not be reimbursed.

- NACC does not authorize return trips home during a Temporary Duty (TDY) assignment.

- If lodging is not booked through DTS, put location, cost of lodging and TDY site in "Comments to the

Highlights (continued)

- Any travel, including personal travel, to a foreign country, submit all required documentation reflected on the NACC Security section for the NADP website http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx.

Traveling Using DTS

- Create travel authorization in DTS as prescribed by NACC.

- Ensure the appropriate Cross Org Line of Accounting (LOA) is selected in DTS. Note that the leading two digits of the Cross Org LOA will change each fiscal year.

- If flying, you must select government contract flights.

- Validate approvals and airfare prior to departing.

- Print out orders and take them with you while on travel.

- Submit travel voucher in DTS within 5 days of returning.

- DTS Help Desk: 1-888-435-7146

NEVER TRAVEL WITHOUT APPROVED ORDERS!

Before going on travel, NADP employees are to make sure to do the following:

- Submit DTS travel authorization as prescribed by the NACC.

- Obtain approved travel orders via DTS.

- Print your orders and carry with you while TDY.

- If flying, check DTS and ensure tickets have been paid for.

- Make sure your Government Travel Charge Card (GTCC) is activated prior to departure.

- Complete and submit a visit request to NACC at least 30 days prior to departure date. See Security & Visit Request Tab.

- Turn on your "Out-of-Office Assistant" in MS Outlook and put an extended absence greeting on your voicemail.

- Make sure you're on an 8 hour schedule for the entire pay period when traveling to the temporary duty site and returning to the homeport.

While on travel, NADP employees are to make sure to do the following:

- Save **ALL** of your receipts, regardless if amount is less than $75.00.

- Use your GTCC for all travel related expenses.

- Contact your CSR before making any changes to your travel arrangements.

Upon Return from Travel, NADP employees are to make sure to do the following:

- Process your travel voucher in DTS within 5 days after your return.

- Turn off your "Out-of-Office Assistant" in MS Outlook and remove your extended absence greeting on your voicemail.

TRAVEL

DTS Travel Authorization Checklist

TRAVEL DO'S	CRITERIA
1. Government Travel Charge Card (GTCC)	NADP employees must have **AND USE** their GTCC if they are traveling.
2. Review Dates of Travel	A. If travel is longer than 45 days, ensure partial payments are selected. B. For rotations, NADP employees should depart on a Monday, unless a federal holiday and return on a Wednesday, Thursday, or Friday.
3. Review Transportation	
IF AIR	Did you select the government fare? Did you include baggage fees and transportation to/from airport?
IF POV	Did you include parking fees and in and around mileage?
IF RENTAL CAR	Did you include parking fees and gas?
	If "No" to any of the above, you must include remarks to the Approving Official.
4. Review Lodging	A. Are hotel taxes Included? (If Basic Officers Quarter (BOQ), not applicable)
	B. If no cost for lodging - must include comments to the Approving Official.
5. Review of "Other Expenses"	A. Parking (If POV or Rental Car) B. Hotel taxes (When not staying in BOQ) C. Tolls (if necessary) D. Shuttle/taxi (If no POV or no Rental Car) E. Public transportation fees F. Gas for rental car G. Baggage fees

Highlights

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_____

- NACC will announce when rotation funding is available and request employees to submit required rotation documentation to the ACM.

- Rotational assignments must be clearly defined.

- Rotations may not cross fiscal years.

- Employees are encouraged to find no-cost, value added rotations to meet the IDP requirements.

- Rotational assignments outside of the Department of the Navy are extremely rare.

- See the NADP Operating Guide for special instructions regarding rotations outside of the continental United States (OCONUS).

Rotational Assignment Checklist

- ☐ Read the Travel and the Rotational Assignments sections of the NADP Operating Guide in their entirety and any appendices referenced prior to submitting documentation to NACC.

- ☐ Submit appropriate package to CFM via email.

Please include:

  - Completed and signed rotation request form.

- ☐ CFM emails completed package to the NACC ACM for review within the timeline provided by NACC.

- ☐ Upon NACC Career Manager (CM) endorsement, employee creates travel authorization in DTS at least 30 days prior to travel start date, or as soon as practicable.

- ☐ Complete and submit a visit request to NACC Security at least 30 days prior to your departure date.

ROTATIONAL ASSIGNMENTS

Things You Need to Know

- NACC funded rotational assignments must be a minimum of 30 days and will not exceed 90 days in length.

- NACC funded rotation cannot exceed $20K in cost.

- Employee must have one (1) year in the NADP before starting a rotation.

- All DAWIA Level I courses must be complete before starting a rotation.

- Rotations should start on a Monday. If Monday is a federal holiday, then the rotation can start on a Tuesday.

- Rotations should end on a Wednesday, Thursday or Friday.

- Rotations cannot start on a Wednesday, Thursday, Friday, weekend or federal holiday.

- Rotations cannot end on a Monday, Tuesday, weekend or federal holiday.

- The first and last days of an employee's approved rotation are deemed their travel days to and from the rotation site. They are included in the length of the rotation.

- Appendix G – NACC Funded Travel Procedures in the NADP Operating Guide provides guidance and tips on proper travel procedures and submitting an authorization in DTS.

The eDACM Website Offers the Following:

- Ability to search and apply for Defense Acquisition University (DAU) Training.
- Ability to update student profile.
- Ability to request DAU student travel funds.
- Ability to request cancellations.
- Ability to resend approval request emails.
- Apply for career field certification.
- Register for continuous learning.

(All personnel in Defense Acquisition Workforce Improvement Act (DAWIA) positions must have 80 CLPS every 2 years.)

NOTE: DAU classes begin filling in May for the upcoming fiscal year. Please apply ASAP for mandatory certification courses. NADP employees may request a resident DAU course prior to completion of prerequisites, but all prerequisites must be completed prior to course start date.

Navy eDACM Support Team:

For assistance with eDACM website, please contact an eDACM Support Specialist by doing the following:

- Log into the eDACM site: https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx
- Place your mouse on the blue 'Help' button, located on the tool bar.
- Click on 'Contact Us'.
- An email is generated and forwarded to the eDACM Support group box.

eDACM

DAU TRAVEL

DAU Travel Highlights:

Once you receive a reservation in a DAU course for which you are eligible for DAU centralized travel funding you will:

- Receive a reminder email at 45 and 30 days prior to class start date with instructions to complete your travel worksheet.

- Receive your travel orders within 30 days of your class start date, once the appropriate Course Manager has reviewed your travel worksheet.

- Print and review all attachments provided with your travel orders.

- Have your supervisor sign block 18 of your travel order.

- Carry your travel orders with you to class.

- Do not travel without travel orders. If you have not received them, please call to check.

Upon Return from DAU Centrally Funded Travel:

- Please refer to the DAU NAVY TRAVEL PROCEDURES located in eDACM.

  Log into eDACM

  Go to Manage Career/Travel/Guidance and Documents/DAU NAVY TRAVEL PROCEDURES

  Instructions for submitting your claim are located in STEP 5 - "Filing Your Travel Claim/Voucher"

Non–DAU and Non-AWTAP Training

Highlights:

▪ NACC will announce when training funding is available and request employees to submit required rotation documentation to the ACM.

▪ The MDP states whether a requirement exists for a technical training course, program review or a professional development training.

▪ To request tuition funding, submit a complete packet that includes the following:
- Completed SF182 signed by supervisor or CFM (Section D 1a through 1e **ONLY**)
- Course description
- Course agenda
- Printed version of course cost
- Estimated travel costs

▪ If no tuition is required and only requesting NACC travel funding, submit updated IDP Summary with all required signatures. Provide estimated travel expenses, course description and agenda.

▪ All requests must reach the NACC ACM in accordance with the guidance published by

Things You Need to Know:

▪ Employee is responsible for sending approved SF-182 to the vendor (i.e., college). Please do not send to the vendor without approval signatures and a line of accounting.

▪ Do not submit last minute tuition requests.

▪ NACC cannot make corrections on an SF-182. If cancelling or requesting correction to SF-182, please submit a new completed form via email to your ACM. Please ensure that the appropriate status in Box B is selected.

▪ **Per the DOD mandated SSN reduction initiative (DoDI 1000.30 and SECNAV 5213.1), DO NOT include SSN when completing the SF182 form.**

TRAINING REQUESTS

AWTAP

Highlights:
- The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.
- AWTAP is not a reimbursable program – payments are made directly to the educational institution.
- AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.
- AWTAP will fund only one degree per employee; program length cannot exceed 5 consecutive fiscal years and the first fiscal year that any funding is used is your first of five consecutive fiscal years of eligibility.
- Annual limit - The fiscal year limit is subject to change and is reviewed annually; please reference the AWTAP Policy for the current funding limit.
- Requests for AWTAP funding need to be submitted on the eDACM website, log into https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx.
- When ready for course registration you must request a SF182 form through the eDACM system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Employee will not be reimbursed if SF182 is submitted more than 15 days after course start date.)
- Grades must be submitted for all courses identified on the EDP within 45 days of the course completion, regardless of the funding source.

In order to qualify for AWTAP
- **Employee must be making progress towards DAWIA certification and the supervisor must validate.**
- IDP must be on file at NACC.
- Employee must meet minimally acceptable performance standards.

AWTAP WILL FUND:	AWTAP WILL NOT FUND:
▪ Courses in the fiscal year in which they start	▪ Courses or education beyond the masters degree level
▪ Mandatory prerequisite courses	▪ Non-credit courses
▪ General electives	▪ Application and graduation fees
▪ Online/intranet access fees	▪ Entrance examination fees
▪ College equivalency assessments	▪ Public internet access fees
▪ Portfolio assessments	▪ Parking, travel, and lodging expenses.
	▪ Courses completed or in process at the time of acceptance into AWTAP
	▪ Courses for which other reimbursement has been or will be obtained, e.g. GI Bill
	▪ Materials that become student property
	▪ Late or delinquent fees incurred by the student

Continued Enrollment is Contingent Upon:
- ▪ Undergraduate courses must be completed with a grade of "C" or better.
- ▪ Graduate level courses must be completed with a grade of "B" or better.
- ▪ Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- ▪ Students are required to provide grades for all coursework on their approved AWTAP education plan.

AWTAP questions should be directed to the AWTAP Manager at (717) 605-8124 (DSN:430)

AWTAP

How to Obtain a Visit Request:

1. Contact the POC for the travel event and determine the security requirements of the event.

2. Download Visit Request Form from the NADP website under 'NACC Security' below.

3. You will need the following information regarding the site you'll be visiting:
   a. Full address
   b. Security POC
      (name, phone #, fax #, and SMO code)
   c. Dates of Visit (from, to)
   d. Reason for visit
   e. Level of security access needed
   f. Your name, grade and phone #

4. Return via email or fax to: 717-605-1199

5. For questions, please contact:

   717-605-1354

   717-605-2548

When are they required?

When traveling outside of your homeport command:

1. Rotational assignments

2. Special projects

3. Meetings

4. Contractor visits

5. Some training sites/vendors may require visit request/clearance information to attend.

Things to Remember:

6. Please submit Visit Requests at least 30 days prior to the start of the event.

2. Make sure the Visit Request is 100% complete; incomplete Visit Request forms will not be processed.

http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx

Conflict Resolution Process

- Define the problem.

- Generate possible solutions.

- Evaluate the solutions.

- Make the decision.

- Determine how to implement the solution.

- Assess the success of the solution.

- Always collaborate to produce a win-win solution.

Work as a Team

- There is no "I" in TEAM.

- Be a team player.

- Have a clear goal and results-driven structure.

- Avoid negativity, instead use constructive criticism.

Communicate Effectively

- Most communication is based upon nonverbal cues, while only a small percentage is words.

- Ask questions and paraphrase to ensure you understand.

- Show interest during communication.

- Provide positive and constructive feedback.

"The greatest problem in communication is the illusion it has been accomplished."

- Daniel W. Davenport

TIPS FOR SUCCESS

LEADERSHIP PRINCIPLES

Listed below are a few proven leadership principles that will separate you from your peers.

- <u>Honesty</u> – always tell the truth.

- <u>Integrity</u> – doing the right thing even when no one is watching! Think about it!

- <u>Inspire</u> – when subordinates are inspired the job is practically done.

- <u>Delegate authority-but not responsibility</u> – a leader can and should delegate authority but the leader has the responsibility. Subordinates own their work and leaders check and double check to ensure the work is accomplished to standard.

- <u>Lead by example</u> – It's so easy to talk the talk. Good leaders also walk the walk. Don't expect subordinates do what you can't do or refuse to do.

- <u>Learn constantly</u> – Good leaders never quit learning. Leaders should regularly do self-awareness, recognize shortcomings and improve upon them.

- <u>Build strong leaders around you</u> - Recognize the potential in others and then help them achieve it.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

- Commit names to memory.
- Know and follow your chain of command.
- Always address someone by their title and last name unless you are instructed otherwise.

- Be on time. Remember: 5 minutes early is on-time, on-time is late.
- Do not enter or leave a room during a presentation.
- Silence your cell phone during meetings and presentations.
- Treat people with respect.
- Cultivate an image of professionalism.
- Show people honest and sincere appreciation.
- When making an introduction, be professional and sincere, use a firm handshake, and keep a mental note of personal details.
- Keep business cards on hand for networking.
- Always follow up after meeting new contacts.
- Remember: There's only one chance to make a good first impression!

PROFESSIONAL ETIQUETTE

Women

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray or black)
- Cotton or silk blouse in a conservative color
- Low to medium heeled, leather shoes
- Never wear open toe shoes.

What to avoid:

- Athletic shoes, flip-flops, strappy sandals
- Jeans and T-shirts
- Anything that is wrinkled, ripped, torn or stained, tight fitting or <u>too revealing</u>.

What is Business Casual?

- Dress slacks, skirts, dresses, khakis, capris
- Tailored blouse/shirt or polo shirt
- Conservative shoes

When in doubt, err on the side of

What is Professional Dress?

- Well tailored suit in traditional colors (navy blue, gray, or black)

- Long sleeve, button down shirt

- Conservative tie

- Leather shoes, wing tip or loafer style

What to avoid:

- Athletic shoes, flip-flops, sandals

- Jeans and T-shirts

- Anything that is wrinkled, ripped, torn o

What is Business Casual?

- Slacks, suit pants, khakis

- Dress shirt (tie optional), polo shirt

- Leather shoes

"Dress for the job you want, not the job you

PROFESSIONAL ETIQUETTE

E-MAIL ETIQUETTE:

- Know the difference between "To:" and "Cc:" (Carbon Copy)
  - The people included in the "To:" field should be those who are expected to read and take action on the message.
  - The people included in the "Cc:" field should be those who have a need to know. Note the "Cc:" should be used sparingly.
  - "Bcc"" (Blind Carbon Copy) should be used even more sparingly.
- Keep messages brief and to the point.
- Avoid discussing multiple subjects in a single message.
- Reply to emails in a timely manner.
- Avoid using text message shorthand.
- Use all caps sparingly and be mindful of your tone.
- Avoid replying to a message in anger.

- Avoid using email to criticize others.
- Before selecting "Reply to All" make sure everyone needs to know first.
- Do not forward chain letters.
- The "High Importance" flag should be reserved for messages that are truly urgent.
- Use the spell check function.
- Include a signature with your contact information at the initiation of an email string or your first response to an email. Thereafter, it is redundant and requires unnecessary scrolling through the email string, "Very Respectfully" or "V/R" with your name is all that is required in subsequent email responses.
- Re-read your email before you send it.
- Be mindful of PII; identify, mark appropriately and digitally encrypt emails containing PII. Avoid using PII where ever possible

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in Government service should:

- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

- Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.

- Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.

- Seek to find and employ more efficient and economical ways of getting tasks accomplished.

- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

- Make no private promises of any kind binding upon the duties of office, since a Governmental employee has no private word which can be binding on public duty.

- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

- Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.

- Expose corruption wherever discovered.

- Uphold these principles, ever conscious that public office is a public trust.

Professional Development

- NADP Website: **http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx**

- USDA Graduate School: **http://www.graduateschool.edu**

- NMCI Homeport Training: **https://www.homeport.navy.mil/training**

- Navy Knowledge Online (NKO): **https://wwwa.nko.navy.mil/**

Travel

- Travel Regulations: **http://www.defensetravel.dod.mil/site/travelreg.cfm**

- Per Diem: **http://www.defensetravel.dod.mil/site/perdiem.cfm**

Personnel Information (SF-50s) and Pay

- DCPDS: **https://compo.dcpds.cpms.osd.mil/**

- -Information will be found under "My Biz+"

- Total Workforce Management Site**: https://twms.navy.mil**

- MyPay: **https://mypay.dfas.mil/mypay.aspx**

- OPM Pay Tables: **http://www.opm.gov**

Federal Benefits Information

- NACC does not handle benefits. To make elections, please visit: https://www.civilianbenefits.hroc.navy.mil

- Employee Benefits Information System (EBIS) is an automated, secure, self-service web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan (TSP) contribution elections, review general and personal benefits information, and calculate retirement estimates. You will need an EBIS login.

  Link: https://www.civilianbenefits.hroc.navy.mil

- For more information on Federal benefits, please visit:
  Link: http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx

- DON Benefits Line: 1-888-320-2917

- The DCPDS Portal provides access to the following links:
  - My Pay
  - EBIS
  - TSP
  - OPM Homepage
    Link: https://compo.dcpds.cpms.osd.mil

POINTS OF CONTACT

COMMAND	CAREER MANAGER (CM)	ASSISTANT CAREER MANAGER (ACM)	CAREER SERVICES REPRESENTATIVE (CSR)
ASN/CIO	717-605-1570	717-605-2279	717-605-6484
IPO	717-605-1570	717-605-2279	717-605-6484
MSC	717-605-1570	717-605-2279	717-605-6484
NAVAIR	717-605-1570	717-605-2279	717-605-6484
NAVFAC	717-605-1570	717-605-2279	717-605-6484
NAVOCEAN	717-605-1570	717-605-2279	717-605-6484
NAVSEA	717-605-2721	717-605-3852	717-605-2627
NAVSUP/NELO	717-605-2721	717-605-3852	717-605-2627
NCCA	717-605-1570	717-605-2279	717-605-6484
ONR	717-605-2721	717-605-3852	717-605-2627
OPNAV	717-605-1570	717-605-2279	717-605-6484
OPTEVFOR	717-605-1570	717-605-2279	717-605-6484
SPAWAR	717-605-2721	717-605-3852	717-605-2627
SSP	717-605-1570	717-605-2279	717-605-6484
USMC	717-605-1570	717-605-2279	717-605-6484

Your CM or ACM is the primary contact

for the following:
- Providing guidance concerning career management.
- Rotational assignments
- Training requests
- Graduation requirements (IDP Completion)
- Promotions

Note: The CM is the final endorsing authority for rotations, training, IDPs, etc.

Your CSR is the primary contact for the

following:
- Processing DTS travel requests.

- Coordinating DTS travel for training and rotations.
- Updating personal information (i.e. changes to name, phone numbers, email address).
- CSRs do not handle DAU Travel, contact your NACC DAU representative.

REMINDERS:

- Use the NADP website (i.e. Operating Guide) as a resource.

- The homeport supervisor or CFM should be the first point of contact for questions. However, when contacting a CM, ACM or CSR, please keep in mind that they are responsible for over 1,200 employees. They will respond to email and telephone inquiries in a timely manner.

- Please do not leave a message or email with more than one person for the same issue. This can cause   confusion and delay in resolving your issue.

POINTS OF CONTACT

CFM Duties

- Each employee is assigned a CFM, located at the employee's homeport command.

- As the CFM, you ensure the employee makes progress on their IDP throughout their time in the program and that all requirements are met prior to graduation. You provide local approval for travel and training requests. It is imperative to maintain contact with the NACC for decisions regarding retention and discipline. You may also have to resolve placement problems prior to the employee's graduation.

- The homeport CFM is the most important person in the NADP to ensure the success of the member and the program. Be involved with their career to help them achieve the program requirements and develop into successful Acquisition Workforce members.

Pre Employee Arrival

- ❑ Make phone contact with the new employee after job offer has been made and accepted.
    - ❑ Introduce yourself and begin to get to know the employee.
    - ❑ Assign a mentor to make periodic contact with new employee until EOD.
    - ❑ Contact NACC Recruiting with any issues that are discovered during this timeframe.
- ❑ Verify preparations in the office are moving forward.
    - ❑ Desk or workspace seat
    - ❑ Computer
    - ❑ Dedicated phone line
- ❑ Notify local HRO if applicable.
- ❑ Schedule time for employee to meet:
    - ❑ Chain of Command
    - ❑ Local Personnel Security Department
- ❑ Ensure Supervisor and Team are aware of new employee arrival.

Post Employee Arrival

- ❑ Greet employee first day on board.
- ❑ Have employee complete the following training:
    - ❑ GTCC
    - ❑ DTS
    - ❑ GS 101
    - ❑ PII
- ❑ Review the NADP Operating Guide.
- ❑ Assist with employee getting a CAC.
- ❑ Review MDP.
- ❑ WBT for new employees.
- ❑ Understand the Chain of Command.
- ❑ Review command Strategic Plan.
- ❑ Begin work on the IDP due 45 days from EOD.
- ❑ Establish Interim Performance Plan.
- ❑ Coach, Counsel, Mentor!

New Employee Checklist

CFM/Supervisor

Daily/Weekly/Monthly

Semi-Annual/Annual/Unique

- ❑ Monitor employee work/progress in the NADP.
- ❑ SLDCADA
    - ❑ Approve Time and Attendance Bi-Weekly
    - ❑ Monitor leave and time off
- ❑ Set IDP within 45 days of EOD.
- ❑ Discuss progress in program at least monthly.
- ❑ Sign various documents as required.
    - ❑ SF-182
    - ❑ Rotation plans
    - ❑ MDP/IDP
    - ❑ IDP Summaries
    - ❑ Leave papers
- ❑ Update IDP as necessary to ensure training is tailored to the employee and command needs.
- ❑ IDP Summary due 45 days prior to promotion

- ❑ Performance plans
    - ❑ Set critical elements within 30 days of EOD for new employees. Oct for current employees.
    - ❑ Progress review Mid FY (Mar Timeframe).
    - ❑ Annual assessment end FY (Sep Timeframe).
    - ❑ Close out Assessment if required.
- ❑ IDP Summary/Performance feedback to NACC 60 days before promotions.
- ❑ Contact NACC CM immediately for
    - ❑ Conduct Issues
    - ❑ Performance Issues
    - ❑ Other issues that may affect the employee's ability to complete the NADP.
- ❑ Graduation confirmation, 60 days prior to scheduled graduation date.

The Job of an Entry Level or Associate

Entry Level

- Entry level employees are in a training program.
- Entry level employees priorities are to complete the requirements of their IDPs.
- Command duties are NOT to be priority over completing IDP requirements.
- Entry level employees are not "free" labor to fill vacant positions.
- Entry level employees are not Full Performance Level (FPL) employees.
- Entry level employees are not to be placed at levels that are command critical.

Associate

- Associates are journeymen at Full Performance Level (FPL).
- Associates are typically GS-12/13 or equivalent.
- Associates are required to complete requirements of their IDPs.

Performance Improvement Plan (PIP)

- The NACC and homeport commands share responsibility in the development of NADP employees into highly qualified and successful acquisition workforce employees through coaching, counseling and mentorship.

- The time of an employee's Annual Performance Appraisal is not the time at which either the NACC or an employee first becomes aware of a performance issue. Prior to that time, the homeport command should have discussed any performance issues with the employee and informed the NACC of such issues.

- The command must understand that placement of an employee on a PIP entails more direct mentoring, guidance and supervision by either the CFM or the supervisor.

- To review the steps for dealing with an employee performance issue, see Section 5.3.1.2 of the NADP Operating Guide.

- PIPs are generally 30, 60, or 90 days in length.

- Contact your NACC CM for instruction on placing an employee on a PIP.

Discipline – Problems, Causes, Errors

Common Conduct Problems

- Unauthorized absence.

- Leaving work without proper authorization.

- Disrespectful conduct.

- Careless workmanship.

- Misuse of government equipment or travel card.

- Wasting time/inattention to duty.

Frequent Causes

- Employee's personal problems.

- Poor attitude toward work.

- Lax or inconsistent enforcement of rules.

- Desire for personal gain.

- Lack of motivation.

Common Errors

- Allowing problem to continue too long.

- Failing to communicate rules and requirements.

- Enforcing rules inconsistently.

- Reassigning rather than correcting.

- Failure to take action during probationary period (first 364 days).

- Not notifying NACC of issues until it's too late (promotion/graduation).

CFM/Supervisor's Role in Conduct or Performance Issues

Conduct - Won't Do

- Refer the employee to Employee Assistance Program if appropriate.
- Communicate rules, requirements and   expectations.
- Ensure fair and consistent enforcement.
- Conduct full and fair investigation in   cases of misconduct.
- Progressive discipline to correct conduct.
- Document issues.
- Contact the NACC CM.

Performance - Can't Do

- Notify employee as soon as practical, do not delay.
- Contact NACC CM for assistance in   placing member on a PIP.
- Provide extra guidance and direction   to employee while on PIP.
- Document PIP progress diligently.
- Understand employee may be   terminated if unable to perform to   standards.

Steps of Progressive Discipline

- Depending on severity, verbal counseling with memorandum for the record to document.

- Second occurrence, do not verbally counsel, let employee know the "next steps" will be taken.

- Contact NACC right away. NACC in conjunction with Employee Relations at HRO Pensacola will coordinate the "next steps" with homeport command, i.e.

  - Letter of Caution

  - Letter of Reprimand

  - Suspension

  - Termination

- Remember, don't verbally counsel twice for same conduct occurrence. Once a verbal counseling is administered, other forms of discipline cannot be administered during the same conduct occurrence.

Civilian Equivalents	Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia
GS- 7	Ensign (ENS)	Second Lieutenant (2nd LT)			
GS-8- 9	Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)			
GS-10-11	Lieutenant (LT)	Captain (CAPT)			
GS-12	Lieutenant Commander (LCDR)	Major (MAJ)			
GS-13-14	Commander (CDR)	Lieutenant Colonel (LT COL)			
GS-15	Captain (CAPT)	Colonel (COL)			
SES	Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)			
SES	Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)			
SES	Vice Admiral (VADM)	Lieutenant General (LT GEN)			
	Admiral (ADM)	General (GEN)			
	Fleet Admiral* (FADM)	N/A			

ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9

NAVY

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY

MARINES

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
(no insignia) PRIVATE	PRIVATE FIRST CLASS	LANCE CORPORAL	CORPORAL	SERGEANT	STAFF SERGEANT	GUNNERY SERGEANT	FIRST SERGEANT / MASTER SERGEANT	SERGEANT MAJOR / MASTER GUNNERY SERGEANT	SERGEANT MAJOR OF THE MARINE CORPS

NAVY/MARINE CORPS ENLISTED RANKS

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Version 1.1

Please provide comments and suggestions regarding this guide to
NACC_Career_Management@navy.mil